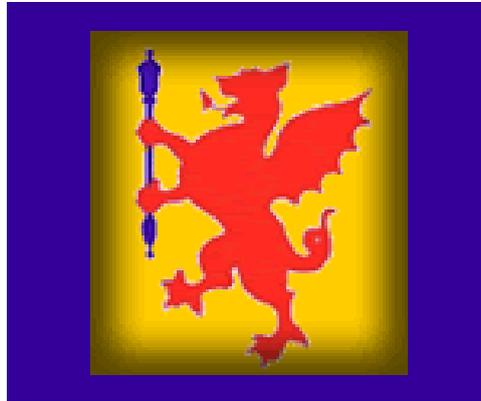


ILCHESTER COMMUNITY PRIMARY SCHOOL



Health and Safety Policy

Reviewed February 2014		N J Heath	Headteacher
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Review February 2016

HEALTH AND SAFETY POLICY FOR ILCHESTER COMMUNITY PRIMARY SCHOOL

THE LAW

Health and safety in schools is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).

In **community schools, community special schools and voluntary controlled schools** statutory health and safety responsibilities fall on the Local Authority (LA) (as the employer) and on the headteacher and other school staff (as employees).

As the management body, **the governing body** must ensure that school staff and premises comply with the LA's health and safety policy and practices (e.g., reporting accidents, first aid provision), and:

- Implement a health and safety policy and advise employees of it;
- Have a critical incident/Business Continuity plan that considers emergency scenarios;
- Ensure, **so far as is reasonably practicable**, the health, safety and welfare of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to schools, and volunteers involved in any school activity;
- Assess the risk of all activities, both in school and off-site; introduce measures to manage those risks, and tell employees about those measures;
- Ensure that staff are competent and trained in their health and safety responsibilities; and are actively involved in health and safety;
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

In practice, the governing body may delegate specific health and safety tasks to others at the school.

The governing body, and headteacher, must comply with any direction given to them by the LA concerning the health and safety of persons on the school's premises or taking part in any school activities elsewhere.

In **Academy schools, free schools, foundation schools and voluntary aided schools** statutory health and safety responsibilities fall on the governing body (as the employer) and on the headteacher and staff (as employees). Governing bodies may be constituted in one of the following formats:

- An Academy Trust
- The Governing body of a voluntary aided or a foundation school
- The owners or trustees of an Academy, foundation, VA or Free school

The governing body, as employer, has a duty (as required by The Management of Health and Safety at Work Regulations, 1999):

- Implement a health and safety policy and advise employees of it;
- Have a critical incident/emergency contingency plan;
- Ensure, **so far as is reasonably practicable**, the health, safety and welfare of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to schools, and volunteers involved in any school activity;
- Assess the risk of all activities, both in school and off-site; introduce measures to manage those risks, and tell employees about the measures;
- Ensure that staff are trained in their health and safety responsibilities; and,
- Take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

In practice, the governing body may delegate specific health and safety tasks to others at the school. **However, the governing body retains the ultimate responsibility no matter who carries out the tasks.**

THE ROLE OF EMPLOYEES IN ANY SCHOOL

Employees must take reasonable care of their own health and safety, and that of anyone else who may be affected by what they do at work. They must also cooperate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices. The headteacher, who has delegated responsibility for the day-to-day management of the school, has a particular role in seeing that the governing body's health and safety policies and procedures are carried out.

COVERAGE

A list of all the issues to be covered by a school's health and safety policy is given on pages 6 - 8 of this document with electronic links to the relevant County Council or other appropriate guidance.

MODEL HEALTH AND SAFETY POLICY

1. **THE GOVERNORS OF: ILCHESTER COMMUNITY PRIMARY SCHOOL** will
 - 1.1 Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the school.
 - 1.2 Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.
 - 1.3 Endorse and support the safety policy of Somerset County Council, and to assist the Council to discharge those responsibilities, which it holds as employer.
 - 1.4 Seek improvement to working conditions according to priorities within existing resources.
 - 1.5 Recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
 - 1.6 Ensure that Risk Assessments are carried out within the school using an identified method for recording (e.g., EEC Safety Suite) and to review as appropriate.
 - 1.7 Encourage informal meetings and ensure time is made available in staff meetings where health and safety issues can be raised.
 - 1.8 Ensure that staff can access training to ensure their competence for their tasks.
 - 1.9 Accept the duties that they may hold as a client where they arrange for work through contractors or volunteers. Follow the Council's guidance for the selection of competent contractors and **will** seek assistance from the Council's Property Services when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.
 - 1.10 Report all incidents/accidents, using the Accident Reporting Module in EEC Safety Suite and ensure appropriate follow up action has been carried out.
 - 1.11 Review on an annual basis, all accidents and incidents reported to identify trends.
 - 1.12 Consult with the school council and inform pupils of their responsibilities for Health and Safety.
 - 1.13 Recognise the role of safety representatives appointed by recognised trade unions and co-operate with them so that they may undertake their health and safety related functions, including reasonable paid time off for consultation inspection and investigations.

The following individuals are recognised as safety representatives at the school.

Name (1) Nick Heath (2) Ray Brock

Trade Union _____

The Governors and Headteacher will draw this policy to the attention of all staff, and review annually. All staff will provide a signature in the Health and Safety File.

Signed: _____ Chair of Governors: John Elliot

Dated: _____

Signed: _____ Headteacher: Nick Heath

Dated: _____

2. ORGANISATION IN SUPPORT OF HEALTH AND SAFETY

- 2.1 Schools can be organised in a variety of ways, i.e., on a Headteacher/ Governing Body/Senior Management Team/Departmental basis. The key members are responsible for seeing that their Area of responsibility/Department staff follow the school's policy, and in particular in respect of:
- 2.1.1 Identification and control of risks associated with any hazardous or dangerous substances.
 - 2.1.2 Selection of equipment suitable for its purpose, and ensuring that it is properly used.
 - 2.1.3 Identifying and securing the training needs of members of their Area/Department
 - 2.1.4 Provision of suitable personal protective equipment when required and ensuring that it is properly used.
- 2.2 The Headteacher and Governors recognise the importance of all staff being competent and possessing the necessary current skills, knowledge and qualifications for the use of specialist equipment or facilities.
- 2.3 The Governors will monitor safety performance within the school against the standards of Somerset County Council and provide an annual summary of their findings.
- 2.4 With regard to premises issues this will include a check of the school buildings, in conjunction with their property surveyor and prioritisation of needs on the school's Asset Management Plan (AMP). Also ensuring that appropriate training needs of person responsible for premises is delivered.
- 2.5 Governors to agree delegation for approval of off-site visits and activities and review on an annual basis. [Model policy](#) included in Burgundy Pack.

- 2.6 The Governors have appointed the following Governor to have a watching brief for health and safety issues, and bring to their notice such issues that require their attention:

Ray Brock

Assistance on health and safety issues is provided by
The Corporate Health and Safety Unit, Somerset County Council

3. Appointment of Appropriate Persons

Schools should appoint appropriate persons for their delegated areas of responsibility within the school (see Table A for areas which need including in your policy). They should ensure that new staff have the necessary skills and qualifications on appointment, or are able to receive the necessary training and certification, after appointment or on change of responsibilities or work methods.

4. Guidance for Schools

The following guidance, produced by the Local Authority, is available for schools to use for their own standards:

- Guidance for Schools Volume 4
- [Outdoor Education and External Visits Website](#)

- 4.1 The Governors adopt the standards of the following publications, which are endorsed by Somerset County Councils Learning and Achievement service as standards for its schools:

- Safe Practice in Physical Education, published by BAALPE - 2008 Edition
- Health and Safety: advice on legal duties and powers June 2013 Link
<http://media.education.gov.uk/assets/files/pdf/h/dfe%20health%20and%20safety%20advice%2003%2006%2013.pdf>
- Health and Safety Executive risk-assessment and policy template link:
<http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>
- Building Bulletin 100: Design for Fire Safety in Schools: DCSF 2007 link:
http://media.education.gov.uk/assets/files/pdf/b/buildingbulletin100_onlineversion.pdf
- Health and Safety of Pupils on Educational Visits: published by Department for Education 2011, link:
<http://www.education.gov.uk/schools/adminandfinance/healthandsafety/f00191759/departmental-advice-on-health-and-safety-for-schools>
- Guidance on First Aid for Schools: published by Department for Education, 2011; link:
<http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid>
- Supporting Pupils with Medical Needs: published by Department for Education, 2011; link:
<https://www.education.gov.uk/publications/standard/publicationDetail/Page1/PPY194>

The School has established its own policies on *[complete as relevant]*

DELEGATED AREAS OF RESPONSIBILITY WITHIN THE SCHOOL

Name of School: ILCHESTER COMMUNITY PRIMARY SCHOOL

Headteacher: Mr Nick Heath

Delegated Senior Manager: Mr Nick Heath

Premises Manager: Mrs Tina Tate

Area	Location of Policy/Guidance	Name of person responsible
ACCIDENTS/INCIDENTS (NEAR MISSES):		
Incidents/Injuries	Accident Reporting (EEC Safety Suite)	Nick Heath
EMERGENCY PROCEDURES:		
Emergency Procedures	School Closures	Nick Heath
Critical/Major Incidents and updating your Contingency Plan	Updating your Contingency Plan	Nick Heath
	Critical Incidents in Schools	Nick Heath
EXTERNAL VISITS:		
External Visit Co-ordinator	Outdoor Education and External Visits Website	Gareth Nation
	EEC Safety Suite>External Visits Management	Gareth Nation
	Policy for Offsite Visits and Activities – in school	Gareth Nation
MEDICAL:		
Hygiene Control	Guidance for Schools: Volume 4	Nick Heath
Infection Control	Health Protection Agency Guidance	Nick Heath, Pauline Moat, Jane Turk (in consultation with Somerset Health Authority)
Medicines in school	Guidance for Schools: Volume 4	Nick Heath
Needlestick Injuries	H & S Policy Manual - HS007	Guy Clothier Teresa Waterfield
New and Expectant Mothers	H & S Policy Manual - HS017	Nick Heath
Pupils with medical needs	Physical Impairment and Medical Support Team – Medical Guidance	Nick Heath Jenny Coram

Area	Location of Policy/Guidance	Name of person responsible
RISK MANAGEMENT:		
Computer Use	DSE Assessment Form – HS030 Managers Guide, User Guide and also training course and descriptions	Pauline Blake
COSHH	H & S Policy Manual – HS008 Hazardous substances COSHH Assessment Form (F08)	Nick Heath Tina Tate
Employee or Volunteer Driver	Driver Risk Assessment HS014	N/A
First Aid	H & S Policy Manual HS012	Guy Clothier, Teresa Waterfield
SITES AND BUILDINGS:		
SCC Overarching Guidance document	Corporate Property Standards and Guidance including construction work/contractors on school site	Nick Heath Tina Tate
Asbestos	Asbestos Register - in School	Nick Heath Tina Tate
Electrical Safety <ul style="list-style-type: none"> • Portable Appliance Testing 	Guidance for Schools: Volume 4	Property Services Nick Heath Tina Tate
Equipment Maintenance <ul style="list-style-type: none"> • Lifting Equipment • PE Equipment • CDT Equipment • LEV 	Contact Property Services - Contracts available for purchase by schools.	Nick Heath
Fire Safety <ul style="list-style-type: none"> • Arson Prevention 	Fire H&S010 Contact insurance for more advice https://slp.somerset.gov.uk/insurance/default.aspx	Nick Heath
Gas Appliances <ul style="list-style-type: none"> • Boilers • Kitchen 	Contact Property Services: Contracts available for purchase. School responsibility unless Special.	Nick Heath
Minibus Safety	Transporting Somerset Vehicle guide	N/A
Pressure systems – eg, steam ovens/stills	School responsibility - contact Insurance https://slp.somerset.gov.uk/insurance/default.aspx	N/A
Safety Glazing	http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=13346	Nick Heath

ESTABLISHMENT ILCHESTER COMMUNITY PRIMARY SCHOOL

Documents relating to this Policy are listed below along with the locations in which they can be found:

Document	Location (Eg, office, web address)
Health and Safety Policy	Copies in the blue Infant and Junior Department Health and Safety files located in each main office. School Website.
Local Procedural Arrangements Including Emergency Procedure)	Displayed throughout departments.
Risk Assessment Documents and relevant Action Plan (including Fire Risk Assessment)	Originals held in Finance Office, Junior Department. Copies also held by members of staff who requested a risk assessment. Online EEC.
Training Plan and Records – Health and Safety Induction for all new staff	Headteacher's Office.
Maintenance Plan, including Statutory Testing Documents and Records	Administration Office in the Junior Dept.
In-house Workplace Inspection / Tour Records	Business Group Minutes held in the Finance Office. SLP.
Record of Accidents / Incidents / Near Misses and EEC Accident Reporting Guide	Archived documents held in the Archive Cupboard in the Infant Department. Copies of recent completed EEC forms held in the Finance Office in the Junior Department. On-line EEC.
Records of Consultation with Employess and / or their Representatives	Headteacher's Office / Individual Personnel Files held in the Finance Office in the Junior Department.

Document Prepared by _____ (Signature)

(Print Name) Nick Heath

Title: Headteacher
(eg, Headteacher/Governor)

Date: 13/01/2014

The monitoring/review arrangements in place are summarised below:

External Monitoring

Safety Audit
Inspection Report (CHSU)
Accident/Incident Report
Safety Representation Reports (Recognised Trade Union/Professional Association)
Property Services Report – Capital Support
Fire Risk Assessment
Legionella Risk Assessment

Internal Monitoring

Governors Annual Report
H & S Committee Inspection
Annual Safety Self Review
Self Audits